

DEPARTMENT SUPPORT LETTER – SAMPLE

MUST LETTERHEAD AND CONTAIN THE SIGNATURE OF UNIVERSITY OFFICIAL

Date

Re: Department Letter of Support

Dear Leadership Engagement & Experiential Development,

As the Dean/Director/Chair for the **DEPARTMENT NAME** at Johns Hopkins University, I commit to providing financial and advising support for **STUDENT ORGANIZATION NAME**. We support the student organization in their efforts to be successful during the 20??-20?? academic year and have allocated \$_____. **(Delete funding allocation information if unknown)**

Sincerely,

[signature]

DEPARTMENT CONTACT NAME

CONTACT POSITION

CONTACT EMAIL